

## **USDA Child Nutrition Programs Administrative Review Summary Report**

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**School Food Authority: Brillion School District**

**Agency Code: 8-0658**

**School(s) Reviewed: Brillion Middle School**

**Review Date(s): Monday, April 24 – Wednesday, April 26, 2017**

**Date of Exit Conference: April 26, 2017**

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State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

### **General Program Reminders/Updates:**

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI School Nutrition Training webpage [dpi.wi.gov/school-nutrition/training](http://dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage [dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- SFAs are required to have a local meal charge policy in place no later than July 1, 2017. More information, resources, and best practices may be found on the Wisconsin DPI School Nutrition Financial Management webpage [dpi.wi.gov/school-nutrition/national-school-lunch-program/financial](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial), scroll down to the unpaid meal charges section.

### **Appreciation/Commendations/Noteworthy Initiatives:**

Thank you to the staff at Brillion School District for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

The review site was the Middle School which shares a cafeteria with the Elementary School; what a pleasure to experience this wonderful operation! The area is bright and well-designed with posters and signage for both age groups. A well-designed kitchen leads to production efficiency. The staff look professional and are courteous to the customers. In viewing the serving line, I loved the fruit and vegetable offerings being placed at the front of the line. It appears that several Smarter Lunchroom techniques are being used in this great meal service.

The office and district personnel, along with the school nutrition professionals, were helpful, kind and attentive to our response and technical assistance to meet regulations.

The district's website contains cute graphics, information for the community about the USDA school meal programs and the application materials in English and Spanish. The section also includes the current non-discrimination statement, as required. Thank you for a nice display of the Brillion school meals. The menu format is fun and interesting with colors to create excitement with offered foods.

## **REVIEW AREAS**

### **1. MEAL ACCESS AND REIMBURSEMENT**

#### **Commendations**

- The Determining Official has a fine working knowledge of the application process and is interested in attending the SNSDC class on Free and Reduced application and Verification process.
- Records are maintained in the student information system, Skyward, and letters are sent to households in the appropriate time frame. Thank you for using the DPI template letters which contain the correct non-discrimination statement.
- Applications are reviewed in a timely manner and eligibility determinations made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application. Please be sure to note the date determination took place next to the signature of the Determining Official.
- All free/reduced applications and the direct certification runs were available for review.
- Thank you for using the correct column of payment when all income is paid in the same frequency on the application, and not converting it to annual, but using the Income Eligibility Guidelines (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/income-eligibility-guidelines-1617.doc>) and checking the frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually).
- The determining official understands to accept an application at face value, even if no income is written.
- Brillion uses a staff member to assist limited English speaking households to complete the application. Please have that person complete the annual civil rights training and document that along with a disclosure form.
- This LEA has been granted permission to use an alternate effective date of eligibility because of the process they use, whereby date-stamping applications during very busy application time frames.

- Thank you for running Direct Certification in the required time frames plus several more times to provide benefits to eligible households as quickly as possible.
- When applications are chosen for verification, the person designated as the Confirming Official reviews these applications prior to contacting the family to ensure the initial determination is correct. The Confirming Official signs and dates the back of the application.
- The Verifying Official signs and dates the application when the verification process is completed.
- All household benefits are kept current in Skyward for the Point of Service for meals. They have a backup process should the software system be down.
- Cashiers are trained annually and as needed with a change in staff duties or software.
- Thank you for reviewing the Skyward Accuclaim report before entering the claim to calculate your reimbursable meals; the three sites are consolidated correctly. Great job!
- The Skyward meal counting and claiming is accurate but needs to have the information pulled for reports because code 200 is for students in grades 4-8, but Middle School is grades 6-8.

### **Comments/Technical Assistance/Compliance Reminders**

#### **Certification and Benefit Issuance**

- One hundred eighty eligibility determinations were reviewed, with thirteen errors identified. The Determining Official corrected all while I was onsite. Good job!

#### **Applications**

- Children are eligible for free or reduced price meal benefits on the date their eligibility is determined by the Determining Official.
- When a household has income in addition to a loss from a business, that income must be included on the free and reduced application in full and is not offset by the business loss.
- Please do not mark the “Categorically Eligible” box on the back of the application unless the student’s application is determined with a case number or the other source categorical boxes.

#### **Household Size Box**

- As a reminder, for the household income size box:
  - If the Total Household Members box has been completed, but the number of children and adults listed on the application add up to a different number, the SFA is required to follow up with the household to clarify the correct number of people in the household and ensure all household member have been included on the application before an eligibility determination is made.
  - If the Total Household Members box has not been completed, the SFA is required to follow up with the household to confirm the total number of household members. It cannot be assumed that the number of people listed on the application is the total number of household members. This box has been added as an edit check to ensure all members of the household are included and can make a difference in the eligibility determination. Per clarification from the USDA Regional office, any application that does not have this box completed is considered an incomplete application.

### Incomplete Applications

- Any application that is missing required information, contains inconsistent information or is unclear, is considered an incomplete application and may not be determined until clarified. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing, including email. The determining official should document the details of the conversation, date, and initial. Applications missing signatures must be returned to the parent to obtain. Reasonable effort should be made to obtain the missing information prior to denying the application.

### Limited English Proficiency (LEP)

- Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand in order to diminish any language barriers to participation for individuals with limited English proficiency.
- LEAs must make reasonable efforts to provide household letters and application forms to families in the appropriate languages.
- To assist SFAs in reaching households with limited English proficiency, the SNT provides the Wisconsinized version of the USDA Free and Reduced Price Meal application materials in English, Spanish, Hmong and Albanian.
- The FNS website offers the application materials in 49 languages  
<http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>.
- The nonprofit food service account may be used to pay for translation services for food service purposes if there is a need to translate materials in a language that is not currently available.

### Annual Income

- **NEW** - There has been a recent modification to the requirement pertaining to the reporting of annual income on an application. USDA released SP-19, 2017 on March 20, 2017 allowing households to report current income as an *annual figure*. Annual income is typically reported for households with jobs that are seasonal, self-employed, or agricultural work since that is a more accurate representation of *current income*. Until this memo was released it was required that schools *confirm* with the household that the income reported is representative of that type of work. Most households that receive regular pay checks report income based on what is *currently earned* and the frequency of that pay, i.e. weekly, biweekly, bimonthly or monthly. SP-19 removed the requirement for the School Food Authority (SFA) to follow up with the household regarding the validity of annual income prior to making an eligibility determination. These applications may now be processed at face value.

### Other Source Categorical

- If a household submits an application that indicates Other Source Categorical Eligibility, such as homeless, migrant, or runaway, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency, before meal benefits can be provided. Once confirmed, this eligibility is only available to the designated child and is not extended to other members of the household.
- Applications that indicate a child is a foster child are categorically eligible for free meals. The child's status for free meals does not require confirmation of eligibility prior to receiving benefits. This benefit is not extended to other household members.

### Application Forms

- If an SFA wishes to change the look or format of the application for Free or Reduced price school meals or other forms in the application packet, that document needs to be approved by the School Nutrition team at DPI.

### Transferring Students

- Transferring the eligibility determination between LEAs ensures that qualifying students continue to receive school meal benefits as they transition to new schools, and avoids the possibility of unpaid meal charges. FNS strongly encourages LEAs to immediately accept the eligibility determinations made at a student's previous LEA when a student transfers between LEAs during the school year, over the summer, or at the start of the next school year. The transfer of eligibility between LEAs for students attending CEP schools will be required by July 1, 2019.

### Direct Certification (DC)

- The effective eligibility date for a DC eligible student is the date of the original output file.

### Independent Review of Applications

- LEAs that have a 5% or higher error rate during the certification review of the Administrative Review are required to conduct a second review of applications in the following school year.
- Brillion School District had a 7.22% certification error rate and will be required to conduct a second review of applications in the following school year. More information on this requirement is found in the Eligibility Manual. You will also receive a SNT memo in June with more information.

### Disclosure

- The information provided by the household on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits.
- The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers. Consent must be obtained each school year. A template sharing information form is located on the SNT webpage <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs-1617.doc>.
- For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template disclosure form is located on the SNT website <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>. Please consider including the person who assists families in completing the meal application, and any others distributing benefits as defined on the "Sharing Information with Other Programs" form.

### **Verification**

- The LEA has a regulatory obligation to verify "for cause" all approved applications that may be questionable. For more information, refer to the current Eligibility Manual.
- When a benefit eligibility status increases, the change must take place within 3 days. When a benefit eligibility status decreases, the change cannot take place before 10 calendar days and a notice of adverse action must be sent in writing with the appeal rights procedures.

## **Meal Counting and Claiming**

- Meals may only be charged to a student at the time of receipt of a reimbursable meal to assure proper benefits issuance.
- Meals must be offered to all students each day school is in session a full day, so DPI has posted a Field Trip resource page on our website to help schools offer a meal to students found under NSLP, then meal planning. <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/field-trip-meals-templates.doc>
- Please note that SFAs may claim visiting students in the paid category or the individual's category with documentation, unless they are from a CEP school.
- REMINDER: Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components, and must be priced as a unit. If the student decides to take only milk, this is not a reimbursable meal and will be charged for the milk as an a la carte item.

## **Findings and Corrective Action Needed**

### **Certification and Benefit Issuance**

- ☐ **Finding #1:** Nine students in four households were approved as eligible for meal benefits this school year, but the application did not have an adult signature as required to be a complete application.

**Corrective Action Needed:** Please contact the households to obtain the appropriate signature. COMPLETED 4/26/17 No further action required.

- ☐ **Finding #2:** A household was approved for reduced price meal benefits, but upon review was determined eligible for free meal benefits based on household size and income.

**Corrective Action Needed:** Please change the household students to free in the Skyward Point of Service system to increase benefits within 3 days (April 27). COMPLETED 4/25/17 – thank you. No further action required.

## **2. MEAL PATTERN AND NUTRITIONAL QUALITY**

### **Commendations and Appreciations**

Sincere thanks to the Food Service Director and school nutrition professionals of Brillion Public Schools. We appreciate your time and efforts spent preparing for and participating in the onsite review. Submitted documentation was thorough and well-organized. The Food Service Director is detail-oriented, efficient, and responsive. The kitchen is very clean and welcoming, and staff look professional in their uniforms. The fruits and vegetables, first on the serving line, were colorful and of good quality. Congratulations on a perfect breakfast review week! There were no shortages or missing components, and all required documentation was provided.

### **Technical Assistance and Program Requirement Reminders**

#### **Product Formulation Statements**

Processed products require a current Child Nutrition (CN) label or a detailed product formulation statement (PFS) to be credited toward the meal pattern. A complete PFS must be directly from the manufacturer and must include the product name and number, weights of raw and cooked ingredients,

portion size, statement of contribution to meal pattern requirements, and an original signature from the manufacturer certifying that the information is correct. It is highly preferred that this documentation is printed on company letterhead, and signed by an appropriate person (e.g. a quality assurance agent or registered dietitian, rather than a salesperson).

### **Production Records**

The lunch production record template currently in use is missing required information. While there is no required template, there are examples on our website: <http://dpi.wi.gov/school-nutrition/nationalschool-lunch-program/menu-planning/production-records>. Current templates must be updated to include the following information for continued use:

- Planned number of portions

All sections of the production record must be filled in completely each day. Forecasted K-8, Adult, and Total number of meals were frequently left blank on breakfast and lunch production records. Daily production records show portion sizes of meal components were appropriately planned and served. Please continue to work with all staff members to record planned usage, actual usage, and leftovers.

### **Standardized Recipes**

Two standardized recipes, Taco/Nacho Meat (1102) and Mac & Cheese (990136), contain crediting errors. Taco/Nacho Meat is prepared with 10 pounds of 85/15 ground beef, which yields 120 ounces of cooked ground beef. Cooked and drained ground beef credits ounce-for-ounce, so each two ounce portion credits as two ounce equivalents of meat/meat alternate. However, the serving size listed on production records, 2.68 ounces, reflects crediting of raw 85/15 ground beef. A 2.68 ounce serving of cooked ground beef credits as 2.5 ounce equivalents of meat/meat alternate, resulting in inaccurate yield (too few servings per unit). Mac & Cheese is prepared with 10 pounds or 160 ounces of whole grain macaroni noodles. One ounce of dry pasta credits as one ounce equivalent of grain; therefore, 160 ounces of pasta divided by 180 servings cannot equal one ounce equivalent of grain per serving. Remember, each half cup serving of Mac & Cheese contains cheese sauce in addition to the pasta.

### **Corrective Action**

**Meal Pattern Finding #1:** Daily and weekly minimum requirements for the grain component are not being met for the K-8 age/grade group as a result of two packets of crackers, crediting as 0.25 ounce equivalents each, included with the chef salad. A daily shortage of 0.5 ounce equivalents was identified on Monday, March 13, as well as a weekly shortage of 0.5 ounce equivalents. Please note that on future Administrative Reviews (AR), repeat violations of minimum quantity shortages may result in fiscal action.

**Required Corrective Action:** Submit a statement describing how you will alter the menu to meet the requirements going forward.

Per the Food Service Director, prepackaged crackers crediting as 1.0 ounce equivalent of grain, such as Cheez-Its or Whole Grain Goldfish, are now included with the chef salad. This rectifies both the daily and weekly shortages. **No further action is required.**

**Meal Pattern Finding #2:** Ten ounce bottles of Veryfine juice (sold a la carte) and Dole Plus (sold in the vending machine) are noncompliant with Smart Snacks standards for elementary schools. Fifth grade students can purchase a la carte items during lunch, and the vending machine is accessible to all students in the cafeteria.

**Required Corrective Action:** Please contact the vendor to reprogram the rows dispensing Dole Plus juice to remain locked from midnight until thirty minutes after the end of the instructional school day.



Alternatively, eight ounce bottles of juice may be stocked and sold. Also, please restrict fifth grade students from purchasing ten ounce bottles of Veryfine juice a la carte or submit a label for a replacement product, less than or equal to eight ounces.

**Meal Pattern Finding #3:** Insufficient crediting documentation for sausage links (GFS 483162).

**Required Corrective Action:** Please submit an updated PFS for this item, which lists creditable ingredients from the Food Buying Guide (FBG). If proper documentation cannot be obtained, discontinue using this product for school meals and submit crediting documentation for a replacement product.

### **3. RESOURCE MANAGEMENT**

#### **Commendations**

- The business director and the school nutrition director work in tandem to set budget and complete the annual financial process.
- Thank you for completing the Paid Lunch Equity tool each year and adhering to the pricing requirements. The current weighted average for 2016-17 SY tool is \$2.56 and with the required 10 cent price increase, Brillion SD is at \$2.50 weighted average, thus needing to raise prices in the coming school year.
- The school nutrition director completed a non-program food revenue calculator with all of the reimbursable food/beverage items as well as any other food/beverage sales and found that the calculations indicated the totals for this area of the annual financial report may require a non-federal fund transfer at year end to be compliant.

#### **Comments/Technical Assistance/Compliance Reminders**

##### **Nonprofit School Food Service Account**

- The SFA's Child Nutrition program report provides a compilation of meals claimed, the reported revenues and expenditures, amount of federal reimbursement received and per meal costs for lunch, breakfast or other programs. The Aids Register tracks all program deposits made to the SFA's account and the amount deducted from the reimbursement to pay for shipping, handling and processing costs of USDA Foods. These may be found on our Online Services webpage: <http://dpi.wi.gov/nutrition/online-services>.
- SFAs must limit the net cash resources in order to not exceed three months average expenditures. The school food service fund may not have an ending fund balance in excess of 3 month operating expenses, as this is considered "Excess Cash Balance".

##### **Annual Financial Report:**

- All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be entered into the program to which they belong. The new 16-17 Annual Financial Report instructions are located on our website at: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/annual-financial-report-instructions-new-1617.doc>
- The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.



- The ending balance on June 30 can never be a negative balance. A transfer must be made from the non-federal funds to bring the ending balance to \$0.00.
- When tracking revenues and expenditures, please keep in mind:
  - Expenses for paper supplies, chemicals, thermometers, etc., should be reported under “Other”. Only expenses for edible food items and beverages should be reported under “Food”.
  - “Equipment” should reflect major purchases of equipment. Utensils, pans, smaller equipment such as a cart, etc., should be reported under “Other”.
  - Under “Purchases Services” you should be reporting any time you pay someone for services provides such as equipment repair and health inspections.
  - Under “A la Carte”, you should be reporting the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals would also be included here.
  - When revenues are recorded from the federal reimbursement payments, you want to make sure that you are recording the full reimbursement based on the printed claim form and not what is actually deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling and processing fees for USDA Foods. The amount deducted from your revenue should be reported as a food expenditure.

#### Allowable Costs

- The nonprofit school food service account is to be used for the operation of the school meal program including food, supplies, equipment and personnel. The nonprofit school food service account may not be used to purchase land and/or buildings unless approved by FNS.
- Allowable costs are defined in 2 CFR 200 Subpart E and should be necessary, reasonable and allocable. More information on allowable costs can be found within the Indirect Costs guidance <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>.
- Bad debt is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. SP57-2016 Unpaid Meal Charges guidance Q & A may be found at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-57-2016.pdf>.
- USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges, by July 1, 2017. For a snap-shot on what the policy must include, see the Unpaid Meal Charges “In a Nutshell” at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>. For a more comprehensive overview, see SP 58-2016: Unpaid Meal Charges Guidance: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-58-2016.pdf>, including:
  - Best Practices
  - Local meal charge policy checklist
  - Sample outstanding balance letter
  - Sample robo-call script

#### **Revenue from Non-program Foods**

- **Non-program Foods Revenue Rule SP-20-2016**  
<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf>
  - Non-program Foods “In a Nutshell” <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf>.

- Non-program foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals (meals sold to other agencies), Catered Meals, and Food Service operated Vending Machines.
- All non-program food costs including food, labor, equipment, purchased services, and other must be covered by revenues received from the sale of those foods. Non-program foods may not be supported by reimbursable meals or have a non-program foods loss absorbed by the food service account. Thus non-program foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- Non-program Food costs and revenues must be separated from Program Food costs and revenues.
- Adult meals are considered non-program foods. Food service programs must price adult meals above the overall cost of the meals. Since adult meal costs can be difficult to calculate, SFAs must, at a minimum, follow the minimum pricing guidelines in Food Nutrition Services Instruction 782-5. A *Wisconsin Adult Meal Pricing Worksheet* has been developed to assist you in pricing adult meals <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing-guide.doc>. Districts need to reassess adult meal prices annually prior to contract submission to ensure student reimbursements are not being used to subsidize adult meals. The current reimbursement rates (2016-17 SY) may be used to determine 2017-18 SY prices since rates aren't released until July 1 of each year.

To document non-program food compliance with the Federal regulation, the USDA Non-program Foods Revenue Tool needs to be completed. To do this, the SFA must select a reference period of at least 5 consecutive operating days of a regular school week, and compare the reference period revenue ratio to the food cost ratio to determine if the revenue ratio is equal to or greater than the food cost ratio. SFAs must separate their non-program food costs from their program food costs for the selected period to complete the Non-program Foods Revenue Tool. If the revenue ratio is equal to or greater than the food cost ratio, the SFA is in compliance.

$$\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} \geq \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}$$

### Indirect Costs

- DPI does not allow the annual assigned indirect cost rate to be applied to Fund 50 (Foodservice account within WUFAR). Any costs assessed to foodservice must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than on the indirect cost rate. This could include items such as utilities, rent, printing and mailing services, administrative oversight, etc.
- Allowable Expenditures assessed to the food service fund must be supported with documentation for things such as gas, electricity, waste removal, fuel, water, etc. for both public and private schools. Examples of supporting documentation for costs assessed to food service fund could include:

- Rent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local reality broker who has knowledge of current rates for rent of similar facilities).
- Utility charges - separately metered or current usage study by the local utility company.
- Labor expenditures - based on actual amount of time worked specifically for the purpose of school food service times the employee's wages and benefits.
- Printing/publishing – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume.
- Waste disposal services, extermination services, and laundry services - documentation of actual costs or documentation to support how these costs were prorated from district's total.

#### **4. GENERAL PROGRAM COMPLIANCE**

##### **Commendations**

- Brillion School District has recently reviewed their Local Wellness Policy (LWP) and are in the process to include other components in the policy as indicated by the USDA.
- We appreciated that the lunch room area had the food safety inspection and the new “And Justice for All” posters posted on the cafeteria wall so the public can read the information.
- The annual Civil Rights training had been attended by all school nutrition staff in the Brillion School District with documentation available for review. Please include training for the English as Second Language staff and Determining Official as noted in a corrective action below.
- The Civil Rights Self-Evaluation Compliance form (PI-1441) was correctly completed by the due date (October 31) and kept on file.
- The correct Public Release is used and sent to several local employers and the media source in town.
- Thank you for performing the On-site Monitoring of your SFA's meal programs at all of the 3 sites. In the future, you may reduce the on-site monitoring to the combined Elementary/Middle School site (with separated counts on the day of observation) for Breakfast and Lunch, since the school nutrition director is housed at the High School location for constant review. The newly updated forms were used correctly. Great job!
- The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the National School Lunch and School Breakfast Programs. In addition, the regulations established annual training standards for all school nutrition program directors, managers, and staff which must be tracked. Brillion School District hired a new school nutrition director for this 2016-17 school year adhering to proper hiring standards, including the food safety requirement.
- The school nutrition department tracks all food service staff training in a detailed format; please include the staff outside of school nutrition, like the determining official, business director and English as Second Language staff.
- Annual training has been completed by all school nutrition staff to date for this school year. Thank you for providing many opportunities for staff to obtain continuing education.
- Water fountains are situated in the cafeteria with cups provided or a bottle filling station.
- The most current food safety inspection report is posted in public view in the cafeteria line.
- All food service employees have a signed Employee Reporting Agreement on file. Super!

- The food service department is doing a wonderful job of checking all products they sell for Smart Snacks compliance. This information is organized to document compliance. Great work!
- All pieces of cooling equipment in the kitchen have the internal temperature taken and recorded daily on a temperature log; the logs are kept on file for at least 6 months.
- The Food Safety Plan was available for review. It was obvious in observing the Middle School staff at work that they are trained and are knowledgeable about foodservice practices and good food handling practices. All temperature logs, calibration logs and sanitizing solution logs were up to date.
- Thank you for maintaining a Food Safety plan with equipment, food processes 1-2-3 and Standard Operating Procedures (SOP) and personnel names.
- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- The Brillion school nutrition department practices breakfast outreach by linking menus and notices to parents in the weekly “Roar” publication.

### **Comments/Technical Assistance/Compliance Reminders:**

#### **Civil Rights**

##### **Special Dietary Needs**

- Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, lactose free milk may be offered, or schools may choose to provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. If choosing to provide a fluid milk substitute, you must notify our office in writing and provide the nutrition information from the product you will be using. For more information on fluid milk substitutes, please see our website: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>.
- All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. You may use the prototype Medical Statement for Special Dietary Needs posted on our website which is also available in Spanish and Hmong: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>.

##### **Processes for complaints**

- All SFAs should have procedures for receiving and processing any complaints alleging discrimination within the National School Lunch Program and School Breakfast Program. An SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual’s right to file. The form to assist in filing these complaints can be found on the DPI SNT website at [https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf).

#### **Local Wellness Policy Summary for Administrative Review**

- The local wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of

2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-2017 with full compliance of the requirements of the final rule by June 30, 2017.

- At a minimum, SFAs must permit participation by the general public and the school community including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators in the wellness policy process. In addition, SFAs must designate one or more school officials to ensure each school complies with the policy.

- Content of the Wellness Policy

At a minimum the wellness policy must include:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
  - Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
  - Standards for all foods and beverages provided, but not sold, to students during the school day.
  - Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
  - Description of public involvement, public updates, policy leadership, and evaluation plan.
- SFAs must complete an assessment of the policy every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and the process made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment results available to the public. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis.

- A summary of the requirements can be found at:

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/LWP%20Summary%20-%20Final%20Rule.pdf>. USDA Food and Nutrition Service has information on the local school wellness policy process and wellness policy elements at: <https://healthymeals.nal.usda.gov/school-wellness-resources>. Wisconsin Team Nutrition has several wellness policy resources available including a toolkit, a wellness policy builder, and wellness policy report card at: <http://dpi.wi.gov/school-nutrition/wellness-policy>.

### **Smart Snacks in Schools**

- All foods (vending machines, school stores, etc.) sold anywhere on school campus, between midnight and 30 minutes after the last bell, must be in compliance with the new “Smart Snacks” regulation that is effective July 1, 2014. Information on this regulation, along with a product calculator to help determine compliance of various food items, can be found on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.
- The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year. A fundraiser cannot exceed two weeks in time. An

exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but may not compete directly with the sale of reimbursable meals. All food fundraisers must be tracked SFA-wide to assure compliance with the regulation. Copies of the tools are available on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.

### Professional Standards

- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
- **Annual Training Requirements for All Staff** - If hired January 1 or later, only ½ of the training hours are required during the first school year (SY) of employment.

Directors	Managers	Other Staff	Part Time Staff
		(20 hrs or more/week)	(less than 20 hrs/week)
2015-16 SY	2015-16 SY	2015-16 SY	2015-16 SY
<b>8 hours</b>	<b>6 hours</b>	<b>4 hours</b>	<b>4 hours</b>
2016-17 SY	2016-17 SY	2016-17 SY	2016-17 SY
<b>12 hours</b>	<b>10 hours</b>	<b>6 hours</b>	<b>4 hours</b>

### Food Safety, Storage and Buy American

#### Food Safety Plans

- The USDA FNS Office of Food Safety is excited to share a new educational resource for school nutrition professionals. *A Flash of Food Safety* is an educational video series designed to help busy school nutrition professionals understand and practically apply safe food practices. The videos, available in English and Spanish, address five food safety topics: *Handwashing: Why to Wash Your Hands*, *Handwashing: How to Wash Your Hands*, *Calibrating a Thermometer: Ice Water Method*, *Calibrating a Thermometer: Boiling Water Method*, and *Active Cooling with a Chill Stick*.

Each “flash” video is 2-4 minutes long and can be accessed online via YouTube. They are easy to view from a desktop, laptop, tablet or smart phone – perfect for onsite training! Individuals can earn 15 minutes (1/4 hour) of continuing education for [Professional Standards](#) when they watch all five videos in the series. A certificate of completion is available through the USDA FNS Office of Food Safety website. To view *A Flash of Food Safety*, please visit [www.fns.usda.gov/ofs/food-safety-flashes](http://www.fns.usda.gov/ofs/food-safety-flashes)

#### Storage

- SFAs are required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)).

## **Buy American**

- The USDA requires that a SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports small local farmers and provides healthy choices for children in the school meal programs. Purchasing from these entities also supports the local economy. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Further, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.

There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the “domestic” standard as described above (“non-domestic”) in circumstances when use of domestic products is truly not practicable. Refer to SP 24-2016 for more information on the Buy American provision and limited exceptions.

More information on this new requirement can be found on the SNT website at <http://dpi.wi.gov/school-nutrition/procurement/buy-american> including a tool to assist with tracking noncompliance products <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>.

## **SBP and SFSP Outreach**

- At the beginning of the school year, the SFA must notify families of the availability of breakfast and schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

### Breakfast Promotion

- Parents play an important role in School Breakfast Program participation. A video was developed to help show parents the benefits that the School Breakfast Program provides for them and their children. This video along with a brochure can be found on our website: <https://www.youtube.com/watch?v=aHR7eECbKaE>

### Summer Meals

- A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year round. Even though a summer feeding program is not operated at Brillion School District, USDA would like all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:
  - Promotion of the [summer meals locator](#) on the [DPI Summer Meals website](#)
  - Promotion of calling 211 to locate meals in the area
  - Promotion of the ability to text ‘food’ to 877-877 to locate meals in the area
  - Promotion of the USDA Summer Food website <http://www.fns.usda.gov/summerfoodrocks>.
- As part of the National School Lunch Program, it is required to do SFSP outreach. The purpose is to inform your students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Near the end of this school year, it is as simple as a blurb



in a newsletter sent home to students, or putting up free posters and/or mail these items free of charge. To access an inclusive map of all potential participating sites in your area, see the interactive map on the SFSP website <http://www.fns.usda.gov/capacitybuilder>.

For more information on Summer Feeding option contact:

Amy J. Kolano, RD, CD

Summer Food Service Program Coordinator

Phone: 608.266.7124

e-mail: amy.kolano@dpi.wi.gov

### **Findings and Corrective Action Needed**

- ❑ **Finding #1:** Although the school nutrition staff have completed the mandatory training and provided documentation, these other school staff members must be included for the annual Civil Rights training: English as Second Language staff member who assists families with the application process and the Determining Official.

**Corrective Action Needed:** Please provide a copy of the attendance register for these members after training is completed.

## **5. OTHER FEDERAL PROGRAMS REVIEWS**

### **Commendations for the Special Milk Program (SMP)**

I reviewed the SMP documentation and found all claims to be supported with information. The SMP is not operated in our Review site, Middle School.

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Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career in an initiative called “Agenda 2017”. His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students’ success.

For more information on this initiative, please visit the Wisconsin DPI Every Child a Graduate webpage [dpi.wi.gov/statesupt/agenda-2017](http://dpi.wi.gov/statesupt/agenda-2017).

